



St John's Church of England VA Primary School

Minutes of the Full Governing Board Meeting Held in St John's Primary School

on
Tuesday 25th November 2026
at
4:15pm

Present: Jo Leigh – Foundation Governor

Chair *Safeguarding, Equality Duty,
SDP -Curriculum, Finance*

Luke Merchant – Foundation
Governor

Vice Chair *Health & Safety, GDPR,
Cybersecurity, SDP – SIAMS*

Olly Priestley – Ex Officio

Headteacher

Sarah Brown – Staff Governor

EYFS, SDP – Curriculum

Rachael Horan – Parent Governor

*SEND, Pupil Premium, Children
Looked After*

Tayo Oladipo – Foundation Governor

Jan Jones – Foundation Governor

Ruth Knowlman - Foundation Governor

Collective Worship, SDP- Writing

Apologies:

Claire Harding – Parent Governor
Colin Simpson – Ex Officio

*SDP – Writing
RE, SIAMS, Church School
Distinctiveness, SDP – SIAMS,
Sustainability*

In Attendance: Phil Rogers (proposed LA Governor)
 Vicki Mead (School Business Manager)

Clerk: Angela Morley

Item	Details
1.	<p>WELCOME & OPENING REFLECTION The Chair welcomed everybody and introduced Phil Rogers, the proposed Local Authority Governor.</p> <p>The opening prayer was led by the Chair.</p>
2.	<p>APOLOGIES Apologies received from Claire Harding and Colin Simpson were accepted.</p>
3.	<p>DECLARATION OF BUSINESS INTERESTS/CODE OF CONDUCT There were no matters to declare.</p>
4.	<p>APPROVAL OF MINUTES OF THE MEETING HELD ON 14th October 2025 The minutes were approved as a true and correct record of the meeting.</p>
5.	<p>MATTERS ARISING None raised.</p> <p>Outstanding Actions:</p> <ul style="list-style-type: none"> • Staff Governor reported good progress on Governor pen portraits; three submissions remain outstanding. Clerk to chase. Action Clerk • Clerk confirmed agenda hyperlinks had been reinstated. • Clerk confirmed that staff had had been contacted to convey Governor thanks. • Headteacher (HT) Confirmed that a new IT provider, Soltek, had been appointed. Although early days, the service had much improved. Soltek had undertaken a full system audit. Recommendations pending.
6.	<p>HEADTEACHER SHORT WRITTEN REPORT A report had been circulated prior to the meeting covering:</p> <ul style="list-style-type: none"> • Attendance • Admissions • Behaviour • Continuing Professional Development • Curriculum • Enrichment • Finance • GDPR • Safeguarding • Special Educational Needs and Disability

- SIAMS
- Premises
- IT

Q: Collective Worship. Is this provided every day?

HT: Confirmed that Collective Worship was compliant and delivered daily to include Christian content. Other religious festivals had been celebrated. Collective Worship had been an excellent vehicle for reinforcing the values and vision of the school.

Q: Open the Book has ceased in Wellington. What impact does this have on the Collective Worship provision?

HT: Although disappointing, the impact had not been felt keenly because other provision had been arranged. This included assemblies delivered by the Rector.

Q: Do we ensure every child is acknowledged in Praising Assemblies?

HT: Emphasised that staff find something to celebrate about each and every child in the school and said that the Praising Assembly had always been used as an opportunity to encourage children and help them thrive and flourish.

Q: Who is covering for the RE lead in her absence?

HT: A Teacher and Teaching Assistant had been covering the everyday aspects of the RE role. The strategic elements had been temporarily paused. He confirmed that much had been achieved.

HT: Reported that there had been a high rate of staff sickness (especially teaching). This had been very challenging. Teaching Assistants had stepped up to support. He explained that the school had been very fortunate in securing extremely good cover.

Governors asked for their thanks to be conveyed to Staff and Supply Teachers. **Action HT**

Q: What are the contingency plans for after Christmas if the long term absence is still ongoing?

HT: Stated that it is difficult to predict and plan at this stage.

Governors requested a contingency plan.

Action HT

Governors noted that the Harvest food donations totalled 140 kilos which they considered a fabulous effort and a true reflection of the school value of Service. They expressed thanks to everyone involved.

7.

SEND REPORT

A report had been circulated prior to the meeting covering:

- Statistics
- Area of Need
- Autumn Term
- Early Intervention of Need
- Reading for SEN Pupils
- Writing for SEN Pupils
- Nurture
- Pupil Passports for all on SEN Register
- Interventions
- Staff CPD
- Policies
- Website

	<ul style="list-style-type: none"> • Other SEN Updates <p>HT: Informed Governors that the SEND Lead had worked very hard this term and her output had been excellent. He stated that the SEND lead's workload exceeded her time allocation and suggested a review be included in the restructure discussions.</p> <p>Q: When the SEND lead had difficult consultations is support offered?</p> <p>HT: Confirmed that he had either shared difficult meetings or provided support.</p>
8.	<p>CURRICULUM OFFER Deputy Headteacher (Curriculum) This was deferred to the next meeting due to staff absence. Action Clerk</p>
9.	<p>FINANCE</p> <p>Month 6 Report The Month 6 Report and accompanying notes had been circulated prior to the meeting.</p> <p>The School Business Manager (SBM) provided an overview of the current financial position. She stated that most budget areas were on track but indicated that, since the report had been created, certain areas of expenditure had exceeded the original budget allocation. In particular, Supply Teacher costs had been significant.</p> <p>She informed Governors that the Month 9 figures are likely to show overspends in several areas.</p> <p>Q: Are we not insured for Supply Cover? Therefore, why are the costs so high costs?</p> <p>SBM: Stated that there is an insurance shortfall of £60 per day.</p> <p>Q: Is the kitchen still viable?</p> <p>SBM: Confirmed Kitchen viability. Uptake of meals had improved in school and in the two external contracts.</p> <p>Q: What had been the impact of the recent booking changes to the After School Club prices and arrangements?</p> <p>SBM Stated very little parental feedback had been received. Encouragingly, bookings had improved.</p> <p>School Fund Audit The Unofficial Funds Audit had been circulated prior to the meeting.</p> <p>Governors noted the balance of £28,963.69 and the auditor's comments that all is in order.</p> <p>SFVS No updates to report.</p> <p><i>5.00pm Vicki Mead, SBM, left the meeting.</i></p>
10.	<p>ASSET MANAGEMENT PLAN HT reported that the Asset Management Plan is up to date and the Asset Management Group planned to meet on 9th December 2025. Future Planning will be discussed at the meeting.</p> <p>A future planning update was requested by Governors Action HT</p>

	<p>HT reported that the majority of Condition Survey matters had been actioned.</p> <p>Q: Had staff be updated and kept informed of the potential reduction in staff numbers? HT Stated that Staff were aware of the class reductions; and that further updates to staff would follow.</p> <p style="text-align: right;">Action HT</p>
11.	<p>WEBSITE HT confirmed that the website was up to date and fully compliant. An upgrade is scheduled for 12th January 2025 to modernise design and add new features.</p> <p>Q: Do we have any idea how many people are looking at the website and the makeup? HT: Agreed to analyse visitor statistics and share with Governors.</p> <p style="text-align: right;">Action HT</p>
12.	<p>FREEDOM OF INFORMATION PUBLICATION SCHEME The Information Commissioner's Office (ICO) Model Freedom of information Publication Scheme had been circulated prior to the meeting.</p> <p>Governors agreed to continue using the model scheme and approved the associated ICO "Guide to Information".</p> <p>The board confirmed that it is committed to publishing information via the school website as specified by the ICO.</p> <p>Governors delegated responsibility to the Headteacher for implementing, maintaining, and updating the publication scheme and an annual review was confirmed.</p>
13.	<p>PUBLIC SECTOR EQUALITY DUTY A report reviewing the Equality Objectives had been circulated prior to the meeting.</p> <p>Governors discussed compliance with the Equality Act 2010, monitoring of objectives, staff training and proceeded to analyse evidence provided. Governors recognised their responsibilities under the Act.</p> <p>Q: How is the school performing against its equality objectives and what actions are planned to improve outcomes? HT: Shared a range of positive measures and agreed to create an action plan. Action HT</p> <p>Q: What Staff training had been provided? Would the Headteacher recommend Governors undertake training? HT: Stated that Staff had undertaken the online Equality and Diversity module on Flick and that it would be advisable for Governors to complete this course. In addition, staff receive regular updates/training in meetings and during INSET training days.</p> <p style="text-align: right;">Action Governors</p>
14.	<p>GOVERNOR SELF-EVALUATION, SKILLS AUDIT AND MONITORING</p> <p>Self-Evaluation: A discussion took place in which Governors reviewed their effectiveness, strengths and areas for development using summaries of the Self Evaluation Tool and the Skills Audit. Governors confirmed the use of a range of evidence; minutes of meetings, school performance data, feedback, monitoring etc. to inform their understanding and to help fulfil their strategic responsibility.</p>

Governors evaluated what works well and what needs to improve. Governors were reassured that the Governing Board is effective in most areas.

A lengthy discussion took place in respect of communication and the use of social media, including a potential WhatsApp channel. The **HT** agreed to assess this further and report to the next meeting.

Action HT

Skills Audit:

Using the Skills Audit summary, Governors agreed to update the monitoring responsibilities as follows:

- Safeguarding **JL**
- SEND, PP and CLA **RH**
- Health and Safety **LM**
- GDPR **LM**
- Cybersecurity **LM**
- Finance **PR**
- Equality Duty **JL**
- RE, SIAMS and Church School Distinctiveness **CS**
- Collective Worship **RK**
- EYFS **SB**
- Sustainability **CS**
- School Development Plan Strands:
 - Sustainability **CS/JJ**
 - Writing **JJ/CH**
 - SIAMS **TO/CH**
 - Future planning **LM/JL**

Monitoring

The **Chair** reminded Governors that a new monitoring form had been circulated via email and asked Governors to trial the form. She stated that the Collective Worship form would follow.

The **Chair** proceeded to outline how monitoring should work and asked the Clerk to share the monitoring checklist for Governors to follow.

Action Clerk

Q: Is there a timetable to say when monitoring should be done?

Chair: Stated that there is not a rigid timetable, Governors should aim for two visits per term and make their own arrangements with the relevant staff members. Feedback is then shared with the Governing Board.

	<p>Q: Who decides the focus? Staff Governor: This is undertaken in conjunction with the relevant member of staff. Securing the pupil voice is crucial. In addition, there is specific monitoring guidance in respect of certain areas e.g. Health and Safety, Safeguarding.</p>
15.	<p>POLICY REVIEWS: The following policies were reviewed and agreed:</p> <ul style="list-style-type: none"> • Teacher Appraisals • Leave of Absence • Redundancy • Local SEN Offer • Online Safety • Pay Policy • Admissions 26-27 • Offsite Visits and Activities • Privacy Notices: <ul style="list-style-type: none"> ➢ Governors ➢ Volunteers ➢ Recruitment ➢ Pupils and Parents ➢ Workforce ➢ Visitors
16.	<p>GOVERNOR ITEMS</p> <ul style="list-style-type: none"> • Governor Vacancies – <ul style="list-style-type: none"> ➢ Clerk reported that Mark Mackie had resigned as Local Authority (LA) Governor and reapplied as Foundation Governor. Governors approved the application. ➢ Chair reported that Phil Rogers had been nominated by the LA as LA Governor. Governors approved Phil Rogers as LA Governor (Phil left the room during the discussion). <p>Pay Committee The Pay Committee reported that they had met on the 25 November to discuss all movements within the Teacher Main and UPS pay spines and had ensured that increases were supported by robust performance management processes.</p> <p>The Pay Committee confirmed that both the Teaching and Support Staff Pay Awards had been actioned in accordance with centrally agreed increases.</p> <ul style="list-style-type: none"> • Governor Training – A Governor shared that there are some excellent courses coming up. A Governor confirmed that she had undertaken induction training in October. The course had been very positive. • Governor Monitoring reports – Monitoring reports had been received from EYFS, Health and Safety, GDPR and Cybersecurity; Writing and SEND. • Governor Responsibilities – had been updated (see item 14 above).

	<ul style="list-style-type: none"> • Impact of the Meeting – Governors agreed that the Board had been supportive. The atmosphere in the meeting had been constructive and there had been a good bond among members.
17.	CORRESPONDENCE The Clerk reported that no correspondence had been received.
18.	DATE OF NEXT MEETING The next meeting of the Full Governing Body will be held in school on Tuesday 20th January 2026 at 4:15pm.

Meeting closed at 19:00

Action points arising from meeting held 25th November 2025

Minute Ref	Action Point	Responsibility
5.	Chase three Governor re Pen Portraits	Clerk
6.	Convey thanks to Staff and Supply Teachers for covering absence	HT
6.	Prepare a contingency plan in respect of long term absence	HT
8.	Reschedule Curriculum Offer to January meeting	Clerk
10.	Provide future planning update to January meeting	HT
10.	Provide staff with class reduction update	HT
11.	Analyse and share with Governors website visitor statistics	HT
13.	Create Equality Duty action plan	HT
13.	Undertake Equality and Diversity training on Flick	Governors
14.	Explore potential introduction of WhatsApp channel	HT
14.	Share Monitoring Checklist with Governors	Clerk

Signed

Chair of Governors

Date 20th January 2026